



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 18, 2018 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Noel Monin (Position No. 2) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson, was absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

Fire District 3 Commissioner, Bob Jarman, introduced new Fire Chief Norvin Collins. Chief Collins provided a brief bio. The Council and Mayor welcomed him to the community.

DEPARTMENT REPORTS

Community Development

At 12:06 p.m., Land Use Administrator, Michael Bertrand, provided the Council with a quarterly report. Mr. Bertrand reviewed permit fees year to date. Mr. Bertrand noted that several units are anticipated in the next few months. Discussion followed regarding current projects in the community. No action was taken.

Public Works

At 12:12 p.m., Public Works Director, Wayne Haefele, explained that a new ordinance will be provided to allow residential water tank systems for fire suppression. Mr. Haefele provided a progress report on current street projects and upcoming water and sewer projects. No action was taken.

System Administration

At 12:27 p.m., Systems Administrator, Mike Greene, provided an update on several recent upgrades to the computer network and workstations including new servers and shift to cloud based services. No action was taken.

ACTION AND DISCUSSION ITEMS

Street Vacation

At 12:46 p.m., Mayor Ghatan introduced discussion of a street vacation application for platted right-of-way located off Price Street (Holi Place). Land Use Administrator, Mike Bertrand, described the proposal, location and process. Discussion followed regarding the future needs for that particular right-of-way. **Council consensus to present a Resolution setting a time and date for public hearing to consider said application for vacation of public right-of-way.**

Centennial Beach Court Trail

At 12:49 p.m., Mayor Ghatan introduced discussion of a request by the SJI Trails Committee to rename Centennial Beach Court Trail to Centennial Trail. The request stems from several neighborhood residents. The current name gives the false impression that the trail leads to the beach, hence walkers frequently go down the trail seeking shoreline and frequently wind up being redirected or trespassing on private property. Discussion followed regarding the policy for renaming trails.

Moved by Starr, seconded by de Freitas, to approve the request by the SJI Trails Committee to rename Centennial Beach Court Trail to Centennial Trail. Motion passed 4-0 with Monin absent.

Response - Traffic Safety Concern

At 12:53 p.m., Mayor Ghatan introduced discussion of the response to a citizen regarding traffic safety concern at the Argyle Avenue and Grover Street intersection. (See Public Access on October 4, 2018.) Mayor Ghatan replied via letter. Discussion followed regarding visibility at the intersection. **Council consensus to have Staff (Town Administrator, Public Works Director and others interested) to perform a site visit.**

Harbor Life Ring – Food Bank Donation

At 12:58 p.m., Mayor Ghatan introduced discussion regarding the Harbor Life Ring Donation to the Friday Harbor Food Bank. Clerk Taylor asked the Council if they would like to offer a \$1,000 matching grant for November 2018, as it has done in the past. If so, Town will execute the necessary agreement with the Friday Harbor Food Bank.

Council consensus to offer a \$1,000 grant to match donations through the Harbor Life Ring Program for the month of November 2018 to support the poor and infirm. Further, execute the agreement with the Friday Harbor Food Bank to authorize said grant funding.

Janitorial Agreement – Sunshine Alley Restrooms

At 1:02 p.m., Mayor Ghatan introduced discussion regarding janitorial services for Sunshine Alley Restrooms. Mayor Ghatan explained that Town may opt to renew its agreement with the Contractor for an additional year. The Contractor has requested a COLA increase. The current COLA based on the Seattle CPI-U is approximately \$2 per service. Discussion followed regarding the level of service.

Council consensus to exercise the Town’s option to renew plus negotiate a COLA for janitorial services at the Sunshine Alley Restrooms.

Resolution No. 2415

At 1:05 p.m., Mayor Ghatan introduced discussion of Resolution No. 2415 regarding the agreement with the Family Resource Center (FRC). The Town contracts with the FRC to administer the provisions of the utility assistance program to assist low income persons with emergency assistance to help offset the costs of the Town’s monthly utility charges. The current agreement is due to expire in 2018. Discussion followed regarding the origin of said funding.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2415, authorizing a contract for services with the SJI Family Resource Center to administer the Town Utility Assistance Program. Motion passed 4-0 with Monin absent.

Resolution No. 2416

At 1:07 p.m., Mayor Ghatan introduced discussion of Resolution No. 2416 regarding the State Business Licensing Service (BLS). The Town has partnered with BLS pursuant to EHB-2005 and is cued for integration in year 2019. The service agreement sets forth the terms and conditions between the agencies. Discussion followed regarding the new law.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2416, authorizing business licensing services through the Washington State Department of Revenue Business Licensing Services. Motion passed 4-0 with Monin absent.

Resolution No. 2417

At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2417 regarding the FH Landfill located at Sutton Road. Treasurer Wilson explained that the Town is required to update its Friday Harbor Landfill Post Closure Financial Assurance Plan every year through 2025. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2417, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2019-2025. Motion passed 4-0 with Monin absent.

Resolution No. 2418

At 1:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2418 regarding a Town Procurement Policy. Treasurer Wilson explained that the policy is comprehensive for all bidding and procurement of services for Town. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2418, adopting a policy related to the procurement of goods and services. Motion passed 4-0 with Monin absent.

WORK SESSION

2019 Town Budget

At 1:27 p.m., Mayor Ghatan introduced the work session for the Town Budget. The draft ordinances for utility rate increases were distributed for first reading. No action was taken.

PAYMENT OF CLAIMS

Moved by Hushebeck, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 44695 through 44754 in the amount of \$601,649.71. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to approve the minutes of **October 4, 2018 as submitted**. Motion passed 4-0 with Monin absent.

FUTURE AND NON-AGENDA ITEMS

The Council retreat is tentatively scheduled for the third week of February.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:38 p.m. The continued meeting, **if needed**, is scheduled Thursday, October 25, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, November 1, 2018 at 12:00 p.m.

[Clerk’s Note: The Thursday, October 25, 2018 Continued Session was not required. The Town Clerk announced that the meeting was cancelled/adjourned.]

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These minutes were approved on [date]. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk